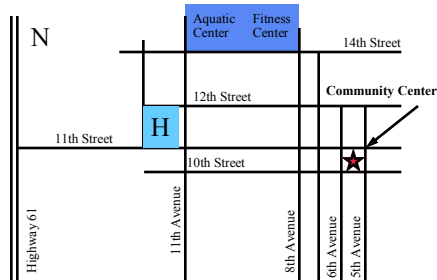


DEWITT PARKS & RECREATION

The DeWitt Community Center is managed by the DeWitt Parks & Recreation Department and is located across from the Frances Banta Waggoner Community Library in Lincoln Park.



USER FEES

Room and Equipment	Rental Fee for Private / Commercial	Suggested Donation Public / Not for Profit (501(C)3 required)
Large Room	\$100.00	\$20.00
Small Room	\$ 50.00	\$10.00
Kitchen Facilities	\$ 20.00	\$ 4.00
Podium/Sound System	\$ 10.00	\$ 2.00
TV	\$ 10.00	\$ 2.00
Fund Raiser Event Fee	\$ 25.00	\$ 5.00
Alcohol Permit	\$250 deposit	\$250 deposit

Miscellaneous Charges & Deposits

A \$100.00 deposit for keys and cleaning is due when the key is picked up. There is a \$50.00 charge for keys not returned. Damage or extra cleaning will be charged on a time and material basis and will be deducted from the deposit.

All information in this brochure is subject to change at the discretion of the DeWitt Parks & Recreation Commission and DeWitt City Council.



DeWitt Community Center
900 14th Street
DeWitt, IA 52742

DEWITT COMMUNITY CENTER

The DeWitt Community Center is your local meeting and reception room facility.



DeWitt Community Center
512 10th Street
DeWitt, IA 52742

Parks.cityofdewittiowa.org

Call 659-5127 to reserve today.



To reserve a meeting room please call
DeWitt Parks & Recreation at 563.659.5127

THE DEWITT COMMUNITY CENTER IS A COMMUNITY MEETING AND RECEPTION FACILITY PROVIDED TO MEET THE GATHERING, CONFERENCE AND RECEPTION NEEDS OF AREA ORGANIZATIONS AND RESIDENTS. MANAGED BY THE PARKS & RECREATION DEPARTMENT, OUR STAFF IS HERE TO ASSIST YOU IN MEETING YOUR NEEDS.

POLICIES AND RENTAL PROCEDURES

RESERVATION PROCEDURES:

Reservations for the Community Center will be taken at the DeWitt Fitness Center (900 14th St.) or over the phone 563-659-5127. Reservations are accepted on a first-come basis. Reservations can only be made up to one year in advance. **All rental fees are due when the reservation is made. Deposits are due when the key is picked up.**

KEYS:

Groups are responsible for unlocking and locking the Center for their rentals. Keys for the Community Center may be picked up at the DeWitt Fitness Center the day of your rental except when not possible. Keys are to be returned at the conclusion of the rental. Groups will be assessed a \$50.00 charge for lost or stolen keys.

DAMAGE / CLEANUP DEPOSIT:

A \$100.00 deposit will be required for all rentals payable at the time the key is picked up. All groups are required to clean up when the rental is complete and deposit trash in the outside dumpster. Staff will mop floors and disinfect facilities as needed. The deposit will be returned, if the building is left clean and undamaged, within 30 days. If the Center is damaged the party signing the rental agreement and the group using the building shall be responsible for the reasonable cost of repair.

SMOKING POLICY:

No smoking in or outside of the DeWitt Community Center. Please see the policy sheet for a full listing.

ALCOHOL PERMIT:

An alcohol permit is required to have beer or wine at your event.

For a full listing of policies and rental procedures please visit our website or call the DeWitt Fitness Center at 659-5127.

Parks.cityofdewittiowa.org

MEETING ROOMS

Large Room

The large room is 52' x 58' (3,016 sq. ft.) with no obstructions.

The large room has 29 tables and 205 chairs.

Small Room

The room is 20' x 39' (780 sq. ft.). The small room can be partitioned off into two smaller rooms.

The small room has 4 tables and 32 chairs.

Kitchen

The new renovated is ready for your event. Equipment includes: 1 stove, 1 microwave, 2 refrigerator / freezers, 1 sink and plenty of counter space. The kitchen is 600 sq. ft.

The Community Center has restroom facilities, a large coat rack, a piano and public address system.

Wi-Fi is available.

